



Staff Tutorials

Workstation Names

The Evergreen staff client must be assigned to a library and given a unique name before it will connect fully to the Evergreen server. The only restriction is that the workstation's name must be unique within the assigned library. Make sure to select a workstation name that you will remember later, and reflects the role, purpose, and/or location of a particular computer. These names will come up later in statistical reporting, and can also be handy when troubleshooting.

The screenshot shows the 'Evergreen Staff Client 3' window. It has a blue title bar with standard window controls. The main content area is divided into four sections:

- Startup / Shutdown:** Contains a button labeled 'About this client...'.
- Server:** Includes a 'Hostname' text input field, a 'Re-Test Server' button, and a status area showing 'Status' and 'Version' with a red error message: 'Please enter a server hostname.'
- Workstation:** Displays the text 'Not yet configured for the specified server.'
- Authentication:** Features 'Username' and 'Password' text input fields, and 'Login' and 'Log Off' buttons.
- Offline Use:** Contains three buttons: 'Standalone Interface', 'Export Transactions', and 'Import Transactions'.

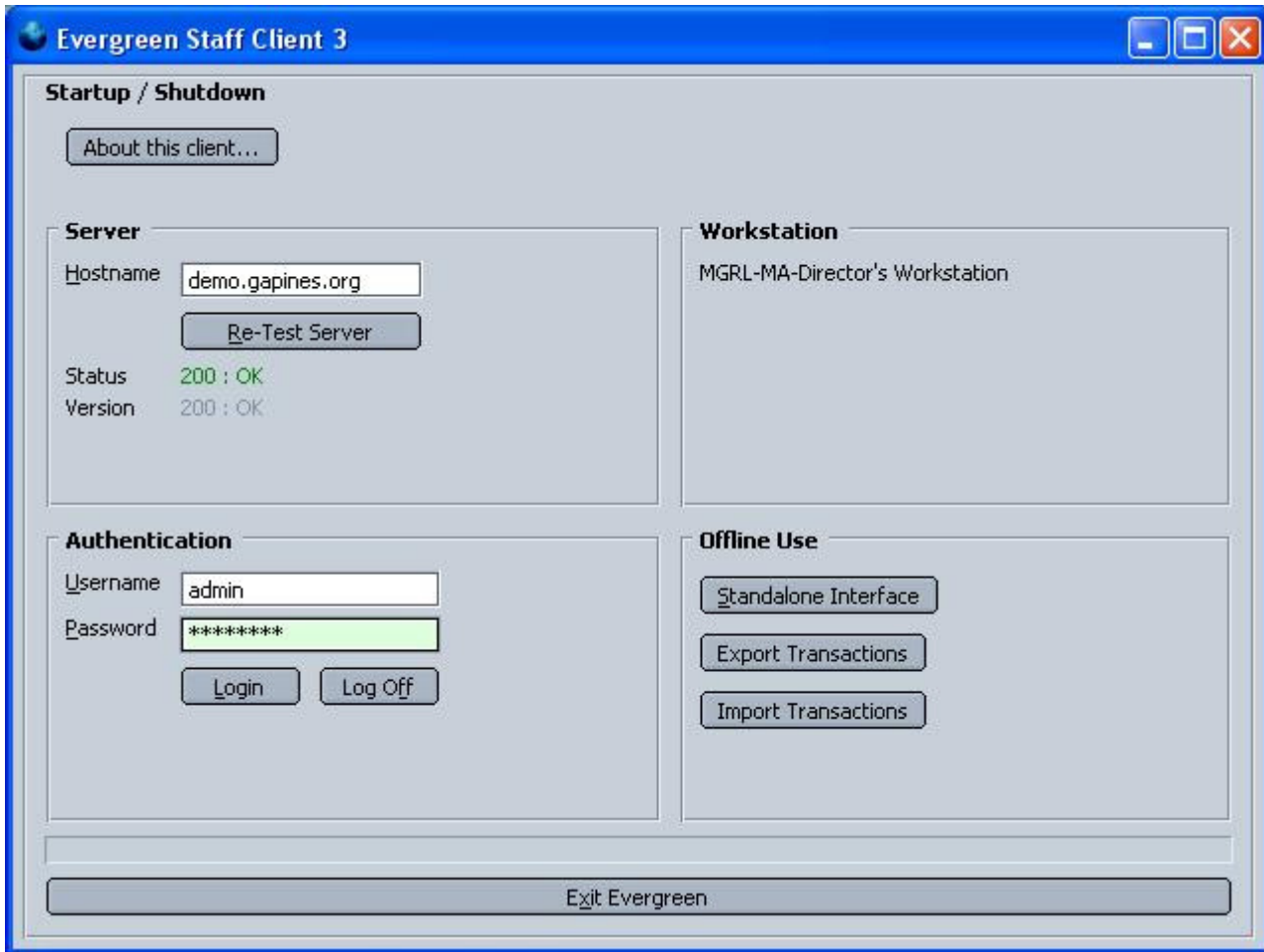
At the bottom of the window is a wide button labeled 'Exit Evergreen'.

In order to assign a workstation a name, a user with appropriate permissions must login to the staff client. In Evergreen Indiana, the local system administrator has the ability to assign workstation names in his or her library system. Library managers have the ability within their branch. To assign a workstation a name, login to the system. You will be prompted to assign the workstation a library and a name:

The screenshot shows the 'Evergreen Staff Client 3' window. The 'Startup / Shutdown' tab is active, displaying an 'About this client...' button. The 'Server' section shows 'Hostname' as 'demo.gapines.org' and 'Status' as '200 : OK'. The 'Workstation' section, highlighted in red, prompts the user to 'Enter a workstation name and library to register this client under:'. It includes a 'Name' field with 'Director's Workstation', a dropdown menu for the library set to 'MGRL-MA', and a 'Register' button. The 'Authentication' section has fields for 'Username' (admin) and 'Password' (masked), with 'Login' and 'Log Off' buttons. The 'Offline Use' section contains buttons for 'Standalone Interface', 'Export Transactions', and 'Import Transactions'. An 'Exit Evergreen' button is at the bottom.

Select the library this workstation physically operates in from the drop down menu. In this example, I have selected MGRL-MA. Type in a memorable name for the workstation. In this example, I am installing the staff client on the director's personal system, and have named it as such. Then hit **Register**.

Once you have registered your workstation with the server, your screen will look like this:



At this point, you are ready to login to the Evergreen staff client for the first time! Re-type in your password, and hit **Login**.